

September 15, 2009

ADDENDUM NO. 2
RFQ for the SOUTHEAST BRANCH LIBRARY

Notice is hereby given that the following revisions, additions, and/or clarifications are hereby made a part of and incorporated into the Request for Qualifications for Architectural Design Consultant Services for SOUTHEAST BRANCH LIBRARY

1. TABLE OF CONTENTS
XIX. ATTACHMENTS – new attachment added
 - a. Attachment “C.1” Statement of Qualification (SOQ) Certification.
2. Page 4, section V, A. Deliverables.
Prerequisite: Cover Letter
C.1 (Statement of Qualification Certification)
Firm Profile
Subconsultants List
Local Business Enterprise (If your firm qualifies)
3. Page 4, section V, B. 3: partial paragraph revised to read: “...The completed submittal shall not exceed **Thirty-Two (32)** single-sided pages and shall include not more than five (5) 11in.x 17in. fan-fold sheets. All attachments, resumes, etc. are to be included in the **32** sheet maximum. A minimum of size 11, Times New Roman font **or similar shall be used (do not use narrow or condensed fonts)**).
4. Page 4, section V, B. 4: Paragraph relocated to page 5, C.2.e: Except the following to remain: “4. The submittal shall be completely comprised of paper that can be recycled.”
5. Page 5, section V, C. 1: The following added to paragraph: **“In addition, please attach Attachment C.1 Statement of Qualification Certification.”**
6. Page 5, section V, C. 1.g: New requirement added to read: **“g. Provide a statement within your RFQ submittal that the firm acknowledges and agrees to fully comply with Chapter 4.08 of the San Jose Municipal Code, per RFQ Attachment D.”**
7. Page 5, section V, C. 1.h. New requirement added to read: **“h. Provide a statement within your RFQ submittal that the firm acknowledges and agrees to fully comply with City’s Gift Ordinance Code of Ethic, per RFQ Attachment F.”**
8. Page 5, section V, C. 1.j. New requirement added to read: **“j. Provide a statement within your RFQ submittal that the firm acknowledges with the Conflict of Interest Form, per RFQ Attachment E, and if your firm is selected to begin negotiations, your firm will submit the necessary attachment ‘E’ by every team member within the firm prior of awarding the agreement to the consultant”. No need to submit signed form with this Statement of Qualification (SOQ).**

9. Page 5, section V, C. 2.e. the following paragraph relocated from B.4:
Identify in the submittal two (2) subconsultants per professional discipline as listed under III. Typical Consultant Scope of Services, section B. on page 3; however do not include qualification of subconsultants in this Statement of Qualification (SOQ).

10. Page 5, section V, C.3.: the following paragraphs added to the RFQ.

“For Joint Ventures (JV), five (5) points shall be awarded for the Local Business Preference if any one of the members of the JV meets the City’s definition for a local business. In order for a JV to earn the additional five (5) points for the Small Business Preference, the aggregate total employee count for all of the JV partners shall not exceed Thirty-five (35) employees.

In order for the proposer to be eligible for local and/or small business preference, the proposer must complete Attachment C, Request for Contracting Preference for Local and Small Businesses. If the proposer fails to complete this form and submit it with the proposal, the proposer will be denied consideration for local/small business preference. This information cannot be submitted later. The preference shall only be considered for the prime proposer. However, in the event that the proposing firm is a Joint Venture (JV) or Partnership as indicated on the Statement of Qualification Certification Form (AttachmentC.1), and then the Local Preference shall apply if any one of the firms in the JV or Partnership meets the definition for a local business. In order for a JV or Partnership to be considered for the Small Business Preference, then the aggregate of all of the employees that make up the JV or partnership must meet the definition for a small business.”

11. RFQ review is consisted of two parts Screening Panel Review and Interview Panel review. The Screening Panel will score each proposal and the top six (6) candidates/consultants will be interview by the Interview Panel. The City Review Team is consisting of City Staff, community member(s) and/or licensed professional(s).
12. Having the ability to design a project with a civic presence is an important part of the review requirement.
13. The City’s Standard Form of Consultant Agreement, per the attachment ‘A’ in the RFQ is not negotiable.
14. Questions and Answers regarding INSURANCE, per Attachment ‘B’ in RFQ:
- a. Item A. Minimum Scope of Insurance. "There shall be no endorsement reducing the scope of coverage required above unless approved by the City's Risk Manager."
Question by a firm: Request of clarification to above statement.
Answer by CITY’s Risk Manager Office: There are too numerous of conditions where a policy may be limited for example if we are requesting Commercial General Liability we are not going to accept any endorsements that specifically excludes the type of work being provided by the awarded contract. We will also not accept a Commercial General Liability policy that would reduce or restrict the City of San Jose as an “Additional Insured” just because we are a municipality. This is a question better addressed by your insurance broker directly as it results to your specific type of work.
- b. Item C. Deductibles and Self-Insured Retentions:
Question by a firm: Our Professional Liability deductible is \$100,000.
Answer by CITY’s Risk Manager Office: Yes, this is acceptable.

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c. Item D. 3. All Coverages.

Question by a firm: to amend this sentence to read: "Each insurance certificate required by the AGREEMENT shall provide that coverage shall not be cancelled except after thirty..."

Answer by CITY's Risk Manager Office: your insurance broker should be able to let you know that this is typical daily language used on insurance policies and should not cause any problems on any of your insurance policies.

d. Item E. Acceptability of Insurers:

Question by a firm: Are the following Insurers acceptable to the City's Risk Manager.

Coverage:	Insurer:
Workers' Compensation	American Automobile Ins. Co.
Professional Liability	Liberty Insurance Underwriters, Inc.
General Liability	Hartford Casualty Insurance Co.
Automobile Liability	Property & Casualty Ins Co of Hartford

Answer by CITY's Risk Manager Office: Yes, the listed insurance carriers are acceptable.

e. Item F: Verification of Coverage.

Question by a firm: when to provide Verification of Coverage?

Answer by CITY's Risk Manager Office: Verification of Coverage will be requested prior of project agreement awarded to consultant.

15. Insurance requirements per the RFQ attachment 'B' is not to be modified, no exceptions, requirements will be coordinated with CITY's Risk Manager Office prior of agreement awarded to consultant.
16. We have not started the artist selection at this moment. The Office of Cultural Affairs in conjunction with Public Works and the Library Department will coordinate the efforts, once the consultants are within the agreement. Consultants will be part of the selection panel.
17. There will not be a pre-qualification meeting.
18. The Library building program and guidelines will be available to the consultant finalist only.
19. Construction Management and Administration is accomplished by the Department of Public Works personnel. The City will not hire a third party construction Management for this project.
20. LEED Commissioning Agent will need to be a third party entity hired under the Consultant agreement.
21. Community Meeting will be at the Evergreen Branch Library, 2635 Aborn Road, San Jose, CA 95121, on September 24th, 2009 at 7:00 PM; to gather input from the community in regards to the site options.
22. Refer to Addendum no.1 for date changed to **September 22, 2009.**

End of Addendum #2

ATTACHMENT C.1

Statement of Qualification (SOQ) Certification

NO SOQ SUBMITTAL PACKAGE SHALL BE ACCEPTED WITHOUT BEING SIGNED IN THE APPROPRIATE SPACE(S)

Proposing Firm Name:		
Address:		
Telephone:		
Facsimile:		
Contact person name and title:		

CONSULTANT(S) STATEMENT OF QUALIFICATIONS (SOQ) REPRESENTATIVES

1. The Consultant(s) did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms, or conditions of this RFQ.
2. The Consultant(s) additionally certifies that neither proposer nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
3. The Consultant(s) acknowledges that all requests for deviations, exceptions, and approved equals are enclosed herein and that only those deviations, exceptions, and approved equals included in the RFQ document or permitted by formal addenda are accepted by the City.
4. The Consultant(s) did not receive unauthorized information from any City staff member or City Consultant during the Proposal period except as provided for in the Request for Qualification package, formal addenda issued by the City, or the pre-proposal conference.
5. The Consultant(s) hereby certifies that the information contained in the proposal and all accompanying documents is true and correct.
6. Please check the appropriate box below:

☐ If the Statement of Qualifications (SOQ) is submitted by an individual, it shall be signed by him or her, and if he or she is doing business under a fictitious name, the RFQ shall so state.

☐ If the SOQ is made by a partnership, the full names and addresses of all members and the address of the partnership, the full names and addresses of all members and the addresses of the partnership, the full names and addresses of all members and the address of the partnership shall

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Attachment C.1

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be stated and the proposal shall be signed for all members by one or more members thereof.

☐ If the SOQ is made by a corporation, it shall be signed in the corporate name by an authorized officer or officers.

☐ If the SOQ is made by a limited liability company, it shall be signed in the corporate name by an authorized officer or officers.

☐ If the SOQ is made by a joint venture, the full names and addresses of all members of the joint venture shall be stated and the bid shall be signed by each individual, and the Lead or Prime Proposing Firm must be clearly identified in the RFQ.

By signing below, the submission of this SOQ shall be deemed a representation and certification by the Consultant(s) that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and that they have read and understand the RFQ.

Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	
Complete additional signatures below as required per # 6 above	
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	

NO SOQ SUBMITTAL PACKAGE SHALL BE ACCEPTED WITHOUT BEING SIGNED IN THE APPROPRIATE SPACE(S)

End of Attachment C.1